

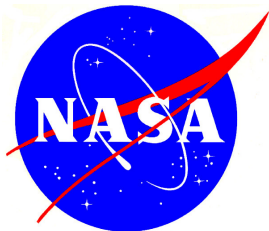


Integrated Financial Management Program

Core Financial

*Course Name: Report Generation –
Accounts Receivable*

Course Guide



National Aeronautics and
Space Administration

Introduction

As the trainer, use this guide during the delivering of training. It provides information to share with end-users during the course conduct.

Course Structure

This course covers the basic SAP functionality end-users need to perform specific activities pertaining to their roles. End-users may obtain information beyond this scope outside of class from the On-Line Quick Reference (OLQR) tool or from designated Super-users.

Trainer Role

A trainer role in this training session is to:

- Provide end-users with the information they will need to learn the new skill set.
- Provide end-users with guidance and coaching as they learn the new skills.
- Maximize the hands-on practice time.
- Ensure the objectives of the course are met.

Course Significance

SAP provides an integrated and automated means to display reports (e.g., standard and custom), select criteria for only necessary data and drill down to more detailed information concerning the data within the report. In addition, the reports can be printed when needed or exported to another application (e.g., Excel) so that it can be further formatted to meet the needs of the end-user.

BW also provides an automated means to display reports, select criteria, drill down, print and export the data into Excel. In addition, BW is accessed via a web browser from any computer. This reporting system is utilized when an end-user needs analytical information and not transactional data. Usually BW reports are not offered in SAP and do not contain the current day's data.

Course Structure

This course is structured so that the amount of hands-on practice utilizing SAP is maximized. Each of the topics is organized around the following structure:

Content

Lecture material is provided by the trainer on new roles, SAP concepts, processes, and principles.

Content Review

The trainer reviews key topic information at the conclusion of each topic.

Scenario

The trainer provides a description of a typical situation that will be used to practice the business activity within SAP.

Scenario Example: A Receiver in the Purchasing department is responsible for physically receiving and verifying that goods or services have been delivered. A shipment of goods has just arrived into the office, display the procurement documents and record the receipt of goods.

Demonstration

Trainer shows end-users how to perform the business activity in SAP.

Exercise

End-users practice the activity in the SAP training database.

Agenda

- Introduction – 0:15 hr
- Background Knowledge – 0:10 hr
- Topic 1: SAP Report Generation – 1:00 hr
 - Activity 1: Select Criteria 0:20 hr
 - Activity 2: Drill Down 0:20 hr
 - Activity 3: Display Layout 0:10 hr
 - Activity 4: Print and Export a Report 0:10 hr
- Topic 2: BW Report Generation – 0:30 hr
 - Activity 1: Running a BW Query From a Web Browser 0:30 hr
- Topic 3: Accounts Receivable SAP Reports – 1:00 hr
- Topic 4: Accounts Receivable Business Warehouse (BW) Reports – 1:00 hr
- Summary – 0:05 hr
- Total Course Time – 4:00 hrs